



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Effective 7/1/09

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[CULTURAL/NATURAL RESOURCE SPECIALIST-III] ARCHAEOLOGIST SUPERVISOR	35	B	7.856
[CULTURAL/NATURAL RESOURCE SPECIALIST-II] ARCHAEOLOGIST	33	B	7.857
[CULTURAL/NATURAL RESOURCE SPECIALIST-I] ARCHAEOLOGIST TRAINEE	31	B	7.858

SERIES CONCEPT

~~[This class series encompasses positions that]~~ **Archaeologists** ~~[perform a broad range of professional and technical work involving but not limited to:]~~ **mitigate the effects of road project construction and related activities on the remains of cultural materials, artifacts, flora, and fauna by conducting** cultural ~~[/natural]~~ resource assessments; ~~[programming, funding,]~~ evaluating; surveying; **taking** inventories; preserving **items, artifacts, and samples; conducting** research; ~~[education,]~~ planning; ~~[mitigating,]~~ and recovering **materials using scientific methodology**. ~~[Incumbents apply a variety of professional and advanced technical knowledge, skills, methods, and practices in performing duties of a specialized nature.]~~

~~[Incumbents]~~ Conduct field surveys of cultural ~~[/natural]~~ resource sites, document and interpret results of completed surveys, interview cultural representatives, and perform field evaluations and site excavations ~~[. Specific sites are located, identified, and recorded. Recovered artifacts are cataloged and plotted. Information is used in report preparation, scientific research, exhibits, performances, educational programming, program planning, and/or to determine impact to cultural /natural resources.];~~ **develop documents such as technical reports and environmental assessments and impact statements;** ~~[Incumbents]~~ collect, arrange, record, and/or conserve historical and cultural material, artifacts, ~~[manuscripts, art work, photographs,]~~ flora, and fauna; ~~[New or potential acquisitions are]~~ evaluate, register, catalog, ~~[and]~~ process, **and preserve acquisitions** in collections based on relevance of the object or document, collection development guidelines, future research work, or exhibit purposes **as applicable to the assignment**. ~~[Conservation and preservation techniques are applied prior to storage.]~~

~~[Incumbents]~~ Conduct research and reference work by investigating, researching, and acquiring relevant field survey reports, historical source documents, publications, library research, conducting interviews with cultural representatives, and consulting with other professionals; ~~[Research material is]~~ organize research **materials** and write reports ~~[or responses are prepared and data compiled]~~ for use in federal and State regulatory compliance, ~~[educational programs,]~~ interpretation of collections, published reports, and/or research projects.

Analyze archaeological reports submitted by contractors and make recommendations to ensure compliance with technical, scientific, and legal criteria; take samples (i.e. radiocarbon, palynological, thermal luminescence, obsidian hydration, and sedimentological) according to established protocol and process samples in house or forward to appropriate laboratories; operate various data gathering equipment.

Investigate and determine validity of possible violations of historic preservation laws at work sites and departmental rights of way; prepare a detailed report and recommend initiation of enforcement action to the appropriate entity; prepare notices of violation; meet with responsible parties, management, and legal representatives to negotiate resolutions, settlements, and civil penalties; provide testimony as required.

~~[Incumbents prepare]~~ **Develop** grant applications and/or secure private funding sources for State and/or State sponsored programs; ~~[including the writing/amending of program descriptions and compiling required financial data. Researches, develops, recommends and implements long range plans and projects within grant guidelines to maximize and enhance services provided. Develops reports regarding program activities, statistics, and effectiveness and submit to funding sources as required.]~~ **develop proposals for grant work plans, budgets, and applications using State and federal policies and procedures; negotiate and write**

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agreements with federal, State, tribal, or local agencies; solicit project proposals; negotiate work plans and draft contract documents and required amendments; monitor grant performance, expenditures, and contracts.

Review existing program standards; research, compile, and verify available data; analyze data and trends including the projected impact of federal, State, and local regulations; propose new or revised standards; develop regulations, procedures, and protocols as required.

Develop and draft permits for public and private entities, establish limitations, review permit usage for regulatory compliance, and compile permits for the Federal Highway Administration.

~~[Incumbents perform public outreach services, produce presentations, public programming, develop data bases and organize research material for use by researchers, the public and grant applicants. Develop curriculum for public schools, produce educational and historical publications, and/or plan exhibits. Conducts or coordinates lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various cultural/natural resource topics and research material.]~~ *Provide information and technical assistance to the regulated community and the general public; develop and provide training; prepare various reports in response to requests from the State and federal agencies, the Legislature, the regulated community, public schools, or the general public; participate in public hearings as required.*

Perform related duties as assigned.

CLASS CONCEPTS

~~[Cultural/Natural Resource Specialist III]~~ **Archaeologist Supervisor:** Under general direction, *incumbents* perform the ~~[full range of]~~ duties *described* in the series concept ~~[; and in addition, manage]~~ *and have both administrative and technical responsibility for one or more* specialized cultural ~~[/natural]~~ resource programs. ~~[; for assigned agency. This is the first supervisory level in the series. Positions at this level are expected to apply concepts, theories, and practices utilizing considerable judgment and ingenuity in carrying out their assignments.]~~ *Incumbents train, supervise, and evaluate the performance of Archaeologists and other staff as assigned.*

~~[The Cultural/Natural Resource Specialist III is distinguished from Cultural/Natural Resource Specialist II by having both administrative and technical responsibility for a specialized cultural/natural resource program and directly supervising lower level Cultural/Natural Resource Specialist II's & I's, professionals, technicians and support staff.]~~

~~[Cultural/Natural Resource Specialist III's are responsible for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing, and disciplinary actions of assigned employees.]~~

EXAMPLES OF WORK PERFORMED ~~(The following examples of duties provide a general description of the work performed and are not inclusive of duties performed by incumbents at this level.)~~

1. DEPARTMENT OF TRANSPORTATION

~~Under general direction, directly]~~ Incumbents supervise ~~[Cultural/Natural Resource Specialists II's and I's]~~ **Archaeologists** performing archaeological field survey work to ensure compliance with federal and State guidelines; oversee field work of assigned staff and conduct preliminary review of completed surveys, testing, and comprehensive archaeological research reports involving large and complex site testing and

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analysis; assist the ~~[Chief Cultural Resource]~~ **Archaeologist** Manager in coordinating archaeological testing, mitigation, and excavation; and conduct field inventories of equipment and artifacts.

~~[Cultural/Natural Resource Specialist-II]~~ **Archaeologist:** Under ~~[direction]~~ *limited supervision, incumbents perform the duties described in the series concept*; act as a staff specialist for an assigned project or program areas(s); and function independently to perform professional level work requiring considerable knowledge of program theories, principles, and concepts. ~~[This is the advanced journey level in the series.]~~ Assignments regularly require the ability to perform a variety of duties including research, interpretation, preservation, conservation, fieldwork, education, collections management, report writing and preparation, and/or the development of professional publications. Incumbents have the ~~[freedom]~~ *latitude* to plan and execute assignments and independently coordinate projects with other specialists. *This is the journey level in the series.*

~~[Duties may involve lead work over other Cultural/Natural Resource Specialists and/or supervision of lower level technicians, support staff, temporary or contract employees.]~~

~~[Progression to the next level in the series is not automatic and is based on the level of work performed.]~~

~~EXAMPLES OF WORK PERFORMED (The following examples of duties provide a general description of the work performed and are not inclusive of duties performed by incumbents at this level.)~~

~~[Under direction, performs the full range of duties in the series concept. Additionally, this level is distinguished from the Cultural/Natural Resource Specialist I by] Incumbents have responsibility for [on-site supervision] oversight of archaeological project sites, including responsibility for the quality of field operations and data gathering, development of proposals including resource evaluations and recommendations, and preparing comprehensive field records and detailed reports. Positions allocated to this level prepare comprehensive archaeological research reports involving site testing and analysis to meet federal and State requirements.~~

Work assignments involve a wide range of professional and technical cultural ~~[/natural]~~ resource concepts, theories, and practices utilizing considerable judgment and ingenuity. Positions at this level are accountable for a program area and are expected to function independently within specified guidelines. Project or program responsibility includes determining individual work priorities and applying established procedures, techniques, standards, and guidelines set forth by management. ~~[When standards and techniques are not applicable, judgment and ingenuity must be exercised.]~~

~~2. DEPARTMENT OF CONSERVATION~~

~~Under direction, develops the Nevada rare plant list and maintains the data base of ecological information needed to administer NRS 527. Synthesizes data from scientific literature, herbarium records, and contact with other professionals; and prepares and disseminates reports on rare plants. Designs and conducts field inventories to identify occurrences and ecological parameters relating to sensitive plants. Develops guidelines for the protection of sensitive flora and monitors federal listings of rare species. Writes proposals for funding and determines funding priorities.~~

~~3. COUNCIL ON THE ARTS~~

~~Under direction, is responsible for cultural program development by coordination of cultural art programs, writing grant applications and providing technical assistance to grant applicants and art constituents and by promoting public and private awareness and interest in cultural arts.]~~

~~[Cultural/Natural Resource Specialist-I] Archaeologist Trainee: [Under general supervision, performs the full range of duties in the series concept under direction of a higher level Cultural/Natural Resource~~

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~~Specialist. This is the journey level in the series. Duties involve professional work conducting research, artifact collection, cataloging, preservation and conservation of assigned collections, fieldwork, project planning and evaluation.] Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and provides for progression to the next level upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.~~

~~[Assignments may be complex in nature and cover a broad scope of program responsibilities. Incumbents exercise judgment and make interpretations when applying guidelines, techniques and concepts requiring a degree of ingenuity or creativity regarding the course of action to accomplish assignments.~~

~~Incumbents may serve as a lead over technicians, volunteers, or support staff, providing training, direction and interpretation of policy and procedures.~~

~~Progression to the next level in the series is not automatic and is based on the level of work performed.~~

EXAMPLES OF WORK PERFORMED ~~(The following examples of duties provide a general description of the work performed and are not inclusive of duties performed by incumbents at this level.)~~

1. DEPARTMENT OF TRANSPORTATION

~~Under general supervision, prepare field records and detailed reports, and assists in project planning, data gathering and evaluation.]~~

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * *Applicant's professional qualifications must meet federal and State requirements to manage cultural resource programs and/or to receive the Principal Investigator designation.*

[CULTURAL /NATURAL RESOURCE SPECIALIST-III] ARCHAEOLOGIST SUPERVISOR

EDUCATION AND EXPERIENCE: ~~[Graduate]~~ *Master's* degree from an accredited college or university ~~[with major coursework] in [history, architectural history, historical preservation, art history, archaeology, anthropology]~~ *archaeology, anthropology, architectural history, historical preservation*, or ~~[a] closely related field and three years of professional experience performing [professional] archaeological field studies, [of which] one year of which involved site supervision with responsibility for the quality of field operations and data gathering;~~ **OR** ~~[graduation]~~ *bachelor's degree* from an accredited college or university ~~[with major coursework] in [history, architectural history, historical preservation, art history, archaeology, anthropology]~~ *archaeology, anthropology, architectural history, historical preservation*, or ~~[a] closely related field and four years of professional experience [as described above] performing archaeological field studies, one year of which involved site supervision with responsibility for the quality of field operations and data gathering;~~ **OR** two years ~~[at the]~~ *of experience as an [Cultural/Natural Resource Specialist II level] Archaeologist in Nevada State service. (See Informational Note)*

~~[Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.~~

OPTION NOTE:

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ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: historic preservation principles, theory and planning; National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations to supervise cultural ~~[/natural]~~ resource projects in compliance with historic preservation law; functions of external regulatory agencies and the general time frame involved in the cultural ~~[/natural]~~ resources process. **General knowledge of:** supervisory techniques. **Ability to:** ~~[interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis;]~~ perceive and define cause-and-effect relationships in cultural ~~[/natural]~~ resources data; write concise, logical, grammatically correct analytical reports and correspondence on history and historic preservation suitable for publication; plan logistics for field projects; meet State and federal permit requirements for project field supervision; *and all other knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: ~~[where to go within the Department and the State for needed information and to judge what information should be passed on to different levels of management;]~~ archeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs; State and federal agencies and specific requirements pertaining to cultural ~~[/natural]~~ resources management in Nevada. **Working knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** coordinate the efforts of division staff and actions to be taken on the basis of cultural ~~[/natural]~~ resource data collected and project parameters; motivate others to effective action; analyze information, problems, situations, practices, policies and procedures in managing assigned program area; supervise and direct all phases of large site excavation projects.

~~[CULTURAL/NATURAL RESOURCE SPECIALIST-II] ARCHAEOLOGIST~~

EDUCATION AND EXPERIENCE: ~~[Graduate]~~ *Master's* degree from an accredited college or university ~~[with major coursework]~~ in ~~[history, architectural history, historical preservation, art history, archaeology, anthropology]~~ *archaeology, anthropology, architectural history, historical preservation*, or ~~[a]~~ closely related field and one year *of professional* experience performing ~~[professional cultural/natural resource]~~ *archaeological* work in research, field work, collection, cataloging, analysis and preservation of artifacts and other data; **OR** ~~[graduation]~~ *bachelor's degree* from an accredited college or university in ~~[with major course work in history, architectural history, historical preservation, art history, archaeology, anthropology]~~ *archaeology, anthropology, architectural history, historical preservation*, or ~~[a]~~ closely related field and two years *of professional* experience ~~[as described above]~~ *performing archaeological work in research, fieldwork, collection, cataloging, analysis, and preservation of artifacts and other data;* **OR** two years ~~[at the]~~ *of experience as an* ~~[Cultural/Natural Resource Specialist I level]~~ *Archaeologist Trainee* in Nevada State service. (See Informational Note)

~~[Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.]~~

EDUCATION AND EXPERIENCE:

DEPARTMENT OF CONSERVATION

~~Graduation from an accredited college or university with major coursework in botany or biology with botanical emphasis and two years of professional experience in the scientific survey, field collection and~~

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preservation of plants; ~~OR an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.~~

EDUCATION AND EXPERIENCE:

COUNCIL ON THE ARTS

~~Graduation from an accredited college or university with major coursework in the arts, folklore and folklife, or closely related field and two years of professional level experience which involved general arts administration, management of an arts program, folklore studies, or comparable experience in a public or non-profit setting; OR an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.~~

OPTION NOTE:

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ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: National Historic Preservation Act of 1966, section 106 compliance process and other related regulations to ensure compliance with historic preservation law; methods, techniques and principles used in research, restoration and preservation; variety of tools and equipment used to perform data collection and interpretation. **Working knowledge of:** environmental impact statements and related documents to fulfill related cultural resources management requirements; Nevada, Western and U.S. culture, history and prehistory with emphasis on the Great Basin; historic preservation principles, theory and planning; cultural [natural] resource laws and regulations; functions of regulatory agencies and the general time frame involved in the cultural resources regulatory process. **Ability to:** [interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis;] independently conduct research on cultural [natural] resource sites; read and interpret technical and scientific documents; [respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information;] research and classify artifacts; *and all other knowledge, skills, and abilities required at the lower level.*

[COUNCIL ON THE ARTS

~~**Knowledge of:** arts, arts policy, folk arts, and folklife fieldwork and documentation; performing arts and presenting organizations; professional arts resources and artistic disciplines; folklore and folklife studies; diverse artistic media. **Technical knowledge of:** archives and ability to conduct library research. **Ability to:** prepare material for use in the media; locate, document and interpret folk art and artists.~~

DEPARTMENT OF CONSERVATION

~~**Detailed knowledge of:** principles and practices of plant taxonomy to identify and classify native Nevada plants, to make fine distinctions between similar species, and to collect and process plant specimens. **Working knowledge of:** principles and practices of plant systematics sufficient to understand, interpret, and apply scientific literature relating to native Nevada plants; plant reproductive biology to evaluate the conservation status and preferred habitats to provide input on environmental reviews.]~~

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

~~**Detailed knowledge of:** [where to go within the Department and the State for needed information and to judge what information should be passed on to different levels of management;] State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property. **General knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:**~~

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~~speak extemporaneously on short notice regarding historic preservation, [arts and folk arts], State cultural [natural] resource issues and programs and/or archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives. [interact diplomatically with agency staff, state and federal agencies, fellow professionals, and the general public on a continuous basis; establish rapport and gain the trust of others; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information.]~~

[COUNCIL ON THE ARTS]

~~**Knowledge of:** Arts Council's and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants. **Ability to:** present cultural, historical and aesthetic information to interested groups and to the media; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, the media, and supporters of cultural arts; assess program and future project needs; locate, document and interpret folk arts and elicit specific information about folk cultural matters to produce public programs and compile folklore archives.~~

DEPARTMENT OF CONSERVATION

~~**Knowledge of:** standard heritage procedures for information flow and filing of Nevada's rare plants. **General knowledge of:** State and federal laws related to ecological protection and preservation. **Ability to:** utilize specialized equipment in the identification of plant specimens; produce high quality color slides and photographs for inclusion in research library; evaluate the work of others and provide feedback as it relates to rare plant information and issues in Nevada.~~

[CULTURAL/NATURAL RESOURCE SPECIALIST-I] ARCHAEOLOGIST TRAINEE

EDUCATION AND EXPERIENCE: ~~[Graduation]~~ Bachelor's *degree* from an accredited college or university ~~[with major coursework]~~ in ~~[history, architectural history, historical preservation, art history, archaeology, anthropology]~~ *archaeology, anthropology, architectural history, historical preservation*, or closely related field. ~~[OR an equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.]~~

[OPTION NOTE:]

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ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: archaeological terminology; archaeological field methods including excavation procedures, feature identification, collection methods, soil descriptions and the use of survey equipment; basic archive research methods for the preparation of cultural background data, historic and prehistoric feature descriptions, mitigation proposals and technical reports; variety of tools and equipment used to perform data collection and interpretation. **General knowledge of:** exhibit design and application; North American culture, history and prehistory with emphasis on the Great Basin and the west; historic preservation principles, theory and planning; basic drafting and illustrative graphic techniques; soil horizons and structures in describing stratigraphy; National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural [natural] resource projects in compliance with historic preservation law; mathematics and statistics. **Ability to:** research, classify and restore archaeological and anthropological artifacts; plot cultural [natural] resources and locate project sites in the field using a compass, transit and rod and on U.S.G.S. topographic maps following the universal transverse mercator grid system; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information; set priorities which accurately reflect the relative importance of job responsibilities; operate a personal computer and associated software; interact diplomatically with agency staff, State and

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federal agencies, professionals and the general public on a continuous basis; establish rapport and gain the trust of others; work independently; work under adverse field conditions, to hike and camp in remote areas of the State.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: Great Basin artifacts and feature analysis; cultural ~~[/natural]~~ resource management process; geology and geography of Nevada; Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms. **General knowledge of:** functions of regulatory agencies and the general time frame involved in the cultural resource regulatory process; preservation and conservation technology to assess the condition of cultural ~~[/natural]~~ resources and recommend appropriate action. **Ability to:** exchange ideas and to arrive at decisions, conclusions and solutions to cultural ~~[/natural]~~ resource problems; describe Great Basin biota and land forms for archaeological documents and site reports; read and interpret design plans, specifications and pit descriptions; conduct primary and secondary research on cultural resource sites.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	9/23/75	6/29/73	9/23/75
REVISED:		9/23/75	
REVISED:	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	7/1/95P	7/1/95P	7/1/95P
	9/16/94PC	9/16/94PC	9/16/94PC
REVISED:	7/1/09P	7/1/09P	7/1/09P
	12/19/08PC	12/19/08PC	12/19/08PC